

Application for Access to Information Form

Application to Access Personal or Health Information held by CatholicCare Diocese of Broken Bay Under Australian Privacy Laws & The Government Information (Public Access) Act 2009 S.41

Use this form if you want to access information held by CatholicCare Diocese of Broken Bay, a private sector organisation which also delivers social care services to the community under contract on behalf of the Australian and NSW State government. Lodge the completed form via email or post to CatholicCare Privacy Officer to access the information you want.

Note: There are no fees or charges for the lodgement or processing of this application.

Applicant's contact details		
Family name:	Given name(s):	Title:
Address:		
Suburb:	State:	Postcode:
Home:	Work:	Mobile:
Email:		
Delivery options		
Select one option preferred for receiving information		
<input type="checkbox"/> Express Post (Next day delivery – no signature required)		
<input type="checkbox"/> Person to Person Registered (only the applicant can receive papers)		
<input type="checkbox"/> Registered (anyone at the postal address can collect papers)		
<input type="checkbox"/> Via Email (Email to be sent to email address in contact details above)		
CatholicCare service		
Name of the CatholicCare service that holds the information you want (if known):		

Describe the information you want

Please provide as much detail about the information you want as possible, e.g., dates created, location, subject matter, who was involved.

(Please attach separate sheets if there is insufficient space on this form.)

Preferred form of access

Select preferred form of access to the information:

- Copies
- Inspection
- Other (please specify, e.g., digital copy) _____

Identification

CatholicCare needs proof of your identity. You may attach a copy of an identification document (e.g., drivers' licence, passport). If you are applying in person to the organisation, you may produce your identification document to an officer, or they may be able to confirm your identity in some other way. If the organization needs more, it will contact you.

- I attach a copy of an identification document

Note: Use of this form is optional. However, to assist our Privacy Officer, it is important that you include all the required information. Please attach additional pages if more space is required.

Privacy

The Privacy Act 1988 (Cth) requires that you supply your name and an address for correspondence, as well as sufficient details to identify the information you want to access. Additional contact details will assist CatholicCare to process your application as quickly as possible. Some personal information may need to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your Application. Your personal information will be held by CatholicCare at Building 2, Level 7, 423 Pennant Hills Road, Pennant Hills NSW 2120. If you want to discuss privacy, you may contact the Executive Manager Quality, Safeguarding Risk and Compliance who is the CatholicCare Privacy Officer.

More information

For more information about access to your personal or health information, or records held by CatholicCare under the Privacy Act 1988 (Cth), the Australian Privacy Principles, the Privacy and Personal Information Protection Act 1998 (NSW), the Health Records and Information Privacy Act 2002 (NSW) or the Government Information (Public Access) Act 2009, visit the following websites:

CatholicCare Diocese of Broken Bay: www.catholiccareddb.org.au

Office of the Australian Information Commission: <http://www.oaic.gov.au/>

Information and Privacy Commissioner NSW: <http://www.ipc.nsw.gov.au/>

Help filling out this form

If you require assistance with completing this form, contact the CatholicCare General Manager Integrated Services who holds the information you are seeking to access, or the CatholicCare Privacy Officer on 9481 2600.

Privacy Officer

Executive Manager Quality Safeguarding Risk and Compliance

CatholicCare Diocese of Broken Bay

P.O. Box 966 Pennant Hills NSW 2120

info@catholiccaredbb.org.au

Applicant's signature

Signature:

Date:

Note: You may only apply for access to your own personal information: not anyone else's personal information. (Parents of minors, legal guardians and those with legal authority may request access on behalf of their own children or wards). If you are requesting access on behalf of someone else, please provide proof of your authority to do so.